

TAX APPEAL BOARD SECRETARY

NATURE OF WORK:

Perform general office work by performing clerical, typing, data entry or recording, receptionist, record or material processing, or other duties.

The tasks performed require the employee to follow clearly defined work procedures, routines, schedules, or manuals which outline a limited number of steps required to complete each task. Instructions as to what is required are usually verbal, specific, and easy to understand, and are usually learned on the job after an initial training period. Employees are required to bring a basic understanding of office machines such as typewriters, computer keyboards, calculators, or desk telephone consoles to the job as required by the position's duties.

Supervision is received from an office supervisor, department head or professional. After the initial training period, work is subject to review while in progress and upon completion. Supervision of others is not a characteristic of this class.

Some positions in this class have contact with the public to take and record messages, locate information in the files, or provide information about tax appeal activities using existing schedules. Work is reviewed for the quality and quantity of the end product.

Work is performed in an office environment.

REPRESENTATIVE EXAMPLES OF WORK: (Only major tasks are identified for most positions; refer to position description for detailed listing of duties.)

- Forwards information regarding the organizational meeting of the board to this Board.
- Type and mail board travel expense vouchers and any secretarial expenses.
- Serves as board representative regarding any question on procedure from the taxpayer and/or Department of Revenue.
- Receipts and processes tax appeals.
- Check for timeliness of submission of appeals.
- Creates files, composes and mails acceptance letters, composes and mails hearing notices after arranging hearing schedules with board members; within three days of board decision, mails to taxpayers and to Department of Revenue.
- Forwards records of hearing to State Tax Appeal Board together with minutes of the hearing.
- Prepares attendance sheets, records hearing and labels exhibits, ensures accuracy of record made at the County level.
- Maintains files of appeals for one year pursuant to Section 15-15-103(1), MCA.
- Performs related work as assigned.

SELECTION FACTORS: (These factors will be the basis for selecting the most qualified applicants to be interviewed. Applicants selected for employment must demonstrate possession of these factors during and after a prescribed probationary period for continued employment).

Knowledge of:

* the operation of a typewriter or computer keyboard sufficient to input data, type forms,

letters, notice of hearings, and brief letters accurately.

- * the operation of an adding machine or calculator to total columns of figures accurately.

Ability to:

- * verify and record data accurately, legibly and neatly.

- * demonstrate the basic operation of a computer or typewriter, as required by the position.

- * demonstrate a pleasant, helpful, and courteous manner when dealing with the public or co-workers.

- * record and file information accurately.

- * learn the procedures of the assigned duties within a reasonable period of time.

- * establish and maintain effective working relationships with supervisor, co-workers and/or the public.

GENERAL RECRUITMENT INDICATORS: (Persons applying for a position in this class should have the following experience and/or training).

Six months of general office experience; including experience in Microsoft Word and Excel programs, or any equivalent combination of experience and training which indicates possession of the knowledge, skills, and abilities listed.

ACTION
Adopted

DATE
06/23/11

REFERENCE
Commissioners' Minutes